



City of Long Beach Employment Opportunity

PLANNING AIDE

Job Number: EA2NN-17

SALARY: \$1,623.68 - \$2,198.08 Biweekly

OPENING DATE: 05/22/17

CLOSING DATE: 06/09/17 04:30 PM

DESCRIPTION:



Now accepting online applications only. Apply online 24 hours a day, beginning May 22, 2017 through 4:30 p.m., June 9, 2017.

The current vacancy is in the Planning Bureau of the Department of Development Services.

EXAMPLES OF DUTIES: Indexes, catalogues, files and maintains maps, plans, and reports; answers routine technical questions from the public, by telephone or in person; performs a variety of arithmetical calculations; operates and has responsibility for such office equipment as microfilm reader, printers, fax machines and copy machines; may assist professional planners with the collection and compilation of data for planning studies; may prepare simple reports; may conduct field surveys and inspections; maintains project files; reviews landscape plans and performs simple calculations related to water usage; review and interpret municipal codes and regulations and apply them to planning reviews; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet one of the three following requirements:

A. Education equivalent to an Associate of Arts degree specializing in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design or closely related field. ***(proof required)**

B. Two years full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field;

C. Any combination of related education or experience totaling two years. ****One year of education equals 24 semester units/36 quarter units from an accredited college or university. *(proof required)**

***Required documents must be uploaded to the online application at time of filing.** Any proofs submitted must contain either the applicant's name, address, date of birth, or social security number. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

AND

Ability to:

- compile, organize, prepare and maintain an assortment of records and information effectively;
- read and interpret landscape plans, site plans and/or planning-related plans, maps, graphs, and charts;
- perform simple arithmetical calculations;
- effectively communicate orally and in writing;
- answer routine technical questions from the public, by telephone or in person.

Knowledge of Microsoft computer applications.

A valid motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection interview.

DESIRABLE QUALIFICATIONS: Knowledge of basic planning; familiarity with landscape planning principles and practices.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....Qualifying

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

If you have not received notification by June 30, 2017, contact the Civil Service Department at 562-50-6202

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

EA2NN-17 SG Plan Aide 6/7/17



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.longbeach.gov/civilservice/>

Position #EA2NN-17
PLANNING AIDE
SG

Civil Service
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

PLANNING AIDE Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of the supplemental questionnaire is to obtain specific information about your qualifications for this position. This information will serve as the basis for qualifying candidates into the non-competitive process. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please indicate so. Required documents must be uploaded to the online application packet at time of filing. Résumés may NOT be submitted in lieu of the required application packet. Required documents must be uploaded to the online application at time of filing.
- ☐ Yes ☐ No
- * 2. **II. REQUIREMENTS TO FILE:** Please indicate under which educational requirement A, B or C you meet below: Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.
- ☐ Option A: Education equivalent to an Associate of Arts degree specializing in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design or closely related field. (proof required)*
- ☐ Option B: Two years full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field.
- ☐ Option C: Any combination of related education or experience totaling two years.
- **One year of education equals 24 semester units/36 quarter units from an accredited college or university. (proof required)*
- ☐ I do not meet any of the requirements above.
- * 3. Are you able to compile, organize, prepare and maintain an assortment of records and information effectively?
- ☐ Yes ☐ No
- * 4. Are you able to read and interpret landscape plans, site plans and/or planning-related plans, maps, graphs, and charts?
- ☐ Yes ☐ No
- * 5. Are you able to perform simple arithmetical calculations?
- ☐ Yes ☐ No
- * 6. Are you able to effectively communicate, both orally and in writing?
- ☐ Yes ☐ No
- * 7. Are you able to answer routine technical questions from the public, by telephone or in person?
- ☐ Yes ☐ No
- * 8. Do you possess knowledge of Microsoft computer applications?

☐ Yes ☐ No

- * 9. **III. JOB RELATED EXPERIENCE:** Describe your experience in the field of engineering, urban and/or public policy, geography, or architecture, . Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If you do not have the experience, please indicate NA.
- * 10. Describe your experience in sustainability, urban planning/design, landscape architecture, or environmental design. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If you do not have the experience, please indicate NA.
- * 11. **IV. GENERAL QUESTIONS:** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at time of filing and will result in the application being considered incomplete. **Proofs for this position may include: college degree, college transcripts, and/or DD-214 Member 4 Form.**
- ☐ Yes ☐ No
- * 12. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
- ☐ Yes ☐ No
- * 13. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.
- ☐ Yes ☐ No
- * Required Question